

This announcement must be posted on unit bulletin boards until the day following the closing date

TECHNICIAN VACANCY ANNOUNCEMENT

Pennsylvania Army and Air National Guard

Announcement
Number

338-05

APPLICATIONS MUST BE FORWARDED TO: PENNSYLVANIA NATIONAL GUARD Dept of Military & Veterans Affairs ATTN: TAGPA-HRO-ST Annville, Pennsylvania 17003-5002 Comm: 717-861-8108/8340 DSN: 491-8108/8340 Comm FAX: 717-861-8216 DSN FAX: 491-8216 TECHNICIAN VACANCIES 1-800-TECH-AGR APPLICATIONS MUST BE RECEIVED BY: 5 December 2005 IN ORDER TO RECEIVE CONSIDERATION		OPENING DATE 4 Nov 05	CLOSING DATE 5 Dec 05
POSITION TITLE, PDCN, GRADE, & SALARY RANGE SUPPLY TECHNICIAN 70062000 ~INDEFINITE~ GS-2005-06 \$32,092.00 - \$41,721.00 "PCS" Statement See Reverse POSITION MAY LEAD TO PERMANENT ASSIGNMENT WITHOUT FURTHER ADVERTISEMENT			
POSITION LOCATION Pennsylvania Air National Guard 111 th Fighter Wing 1151 Fairchild Street Willow Grove ARS, Pennsylvania 19090-5300		APPOINTMENT STATUS <input type="checkbox"/> Officer <input checked="" type="checkbox"/> Excepted (Dual Status) <input type="checkbox"/> Warrant Officer <input type="checkbox"/> Competitive (Non-Dual Status) <input checked="" type="checkbox"/> Enlisted E-7 & Below	
AREAS OF CONSIDERATION (Applicants will <u>not</u> be considered if the category requirement is not met.) <input checked="" type="checkbox"/> CATEGORY I – RESTRICTED. Qualified, currently employed technicians working at the location specified in the job announcement at which the vacancy exists. <input checked="" type="checkbox"/> CATEGORY I – UNRESTRICTED. Qualified, currently employed technicians of the Pennsylvania National Guard. <input checked="" type="checkbox"/> CATEGORY II – Qualified members of the Pennsylvania Army or Air National Guard or other individuals who are willing to become members of the PA National Guard. (Applicants will be referred in sequential order: Category I – Restricted; Category I – Unrestricted; Category II.)			
<input type="checkbox"/> DEVELOPMENTAL POSITION If appointment is made below the target grade, non-competitive promotion action may be taken after certification by the supervisor that the trainee has adequately mastered the next higher level and that mandatory qualifications have been fulfilled.			
<input type="checkbox"/> PRE-EMPLOYMENT / BASELINE PHYSICAL SCREENING N/A Individual(s) nominated must successfully complete either a pre-employment physical or baseline initial employment physical examination in accordance with 5 CFR, Part 339 and Technician Personnel Regulation (TPR) 335.			
SELECTIVE PLACEMENT FACTORS / POSITION SENSITIVITY Must possess or qualify for APPROPRIATE security clearance for the position.			
REPROMOTION CONSIDERATION (Applies to <u>technician</u> applicants only.) Technicians who have been demoted from this or a higher grade previously held in the same occupational series without personal cause and who are not in a grade retention status will be given consideration for repromotion. Technicians who believe they are entitled to such consideration should forward a description of the circumstances with their application. Technicians eligible for repromotion will be considered prior to using competitive promotion procedures, except when another technician has a statutory or regulatory right to be placed in or considered for the position.			
NATIONAL GUARD MEMBERSHIP STATUS Employment in this position requires concurrent military assignment to a compatible military position in the Pennsylvania <u>AIR</u> National Guard in one of the following military occupational specialty (MOS) codes or Air Force specialty codes (AFSC): ENLISTED: AFSC 2S0XX EMPLOYMENT IN THIS POSITION ALSO REQUIRES MEETING CONDITIONS OF EMPLOYMENT OUTLINED IN NGB TPR 300 (302.7).			
APPLICATION PROCEDURES Individuals who meet the basic qualification requirements may apply by submission of a completed, originally signed and currently dated OF 612 (Optional Application for Federal Employment) or a RESUME . Pamphlet OF 510 (Applying for a Federal Job) may be used as a guideline. In addition, a HRO FM 6 (Military Service Background) is required by every applicant. Applicants who are not in a full-time unit support status (i.e. technician or AGR) must also submit a SF 181 (Race/National Origin Identification) with their application. All forms are available at National Guard installations, from the Human Resources Office (HRO), and online. Completed applications must be forwarded to the HRO address indicated above. A separate application is required for each announcement for which you are applying. Do not attach position descriptions (PD's). Applications received after the closing date specified above will not be considered. AGR application forms (HRO FM 55 / NGB 34-1) will not be accepted when applying for technician announcements.			

The Pennsylvania National Guard is an Equal Opportunity Affirmative Action Employer

BRIEF DESCRIPTION OF DUTIES

Provides services in support of inventory control, storage, distribution, cataloging of supply identification systems, property utilization, and other related supply activities including those associated with automated or manual supply accounting systems. Reviews existing stock catalogs, drawings, etc., for the purpose of identifying duplicate items already cataloged or otherwise recorded in the supply system. Assures production support for items requiring special handling. Maintains contact with program representatives and other offices on special program requirements. Reviews requisitions, supporting documents, and reference material to determine special supply action required. Expedites the delivery of urgently required items. Coordinates supply actions with transportation and other supply units or organizations. Responsible for inventory management of decentralized and decontrolled items, including supplies, equipment, forms, and publications. This work includes requirements of determination and forecasting, distribution, or redistribution of material, procurement authorization, and limited funds management. Performs other duties as assigned.

EVALUATION FACTORS

A. Candidates will be evaluated on the basis of appropriate education, experience, training, self-development activities, and special awards. Candidates are considered on the basis of available information on their current application and supporting information which has been provided to this office. To insure full consideration, applicants are urged to submit information about their training, self-development, outside experience, activities, and awards. National Guard military (part-time) service is considered as full-time experience when evaluated against the qualification requirements for a technician position. The applicant is credited with the actual number of months the member has been in the National Guard.

B. Ineligible / not qualified applicants will be notified by letter from the HRO.

QUALIFICATIONS – GENERALIZED EXPERIENCE

Experience in clerical or office work such as maintaining records; screening, reviewing, and verifying documents; searching for and compiling information and data; or work involved in the physical handling of supplies and equipment provided this gave the candidate some general knowledge of supply transactions and regulations, procedures, identification codes, etc.

QUALIFICATIONS – SPECIALIZED EXPERIENCE

Application must indicate **9 months** of experience and/or training which demonstrate knowledge, skills, and abilities in areas directly related to the position.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA's)

1. Knowledge of standard methods of receipt or material order documentation control and material processing.
2. Knowledge of policies and regulations regarding storage space controls, stock locations systems, layouts, and storage technique.
3. Knowledge of regulations, and mechanized/statistical techniques in the computation and forecasting of quantitative requirements.
4. Knowledge of regulatory requirements governing the accounting for government property.
5. Ability to research information.
6. Ability to establish and maintain effective work relationships.

INDEFINITE: Currently employed permanent technician selected will occupy these positions as a Promotion NTE or Reassignment as appropriate in their present status. Employment status pertains to applicant nominated, who is not a currently employed permanent technician. Indefinite appointments **do not** acquire permanent status and **do not** serve a trial period. Indefinite appointments may be separated when their services are no longer needed or when funding is no longer available via a 30-day termination notice.

PCS STATEMENT: PERMANENT CHANGE OF STATION COSTS **WILL NOT** BE PAID FOR THIS POSITION.

RE-ADVERTISEMENT OF TECHNICIAN VACANCY ANNOUNCEMENT #287-05

FOR ALL EMPLOYEES AND APPLICANTS FOR EMPLOYMENT. CONSIDERATION FOR PLACEMENT AND EVALUATION OF QUALIFICATIONS WILL BE MADE ON A FAIR AND EQUITABLE BASIS WITHOUT REGARD TO POLITICAL AFFILIATION, RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, OR AGE, AND WITH PROPER REGARD FOR THEIR PRIVACY AND CONSTITUTIONAL RIGHTS. ALL QUALIFIED APPLICANTS ARE ENCOURAGED TO APPLY.